



## Coventry High School Senior Official Transcript Request Form

Complete the following information and submit this form to your counselor at least 10 days before an application deadline. If submitting a paper application, each request form must be accompanied by one large mailing envelope, which is addressed to the post secondary school with no return address, and three first-class stamps (do not attach stamps to envelope). Please include your **name on the inside flap** of the envelope.

Name: \_\_\_\_\_ Advisory: \_\_\_\_\_ Guidance Counselor: \_\_\_\_\_  
(Please print)

**List schools in chronological order beginning with first due date**

Institution Name	Deadline (Received by/postmarked by)	Major	Online or paper application	Common Application  Yes or No	<b>Counselor Use Only</b>  Counselor Portion Completion Date

**(If you have more than six schools, please use an additional request form.)**

**I understand that it is my responsibility to coordinate the time frame for teacher recommendations, standardized test scores (SAT / ACT), additional forms, and application deadlines. Standardized test scores will not appear on the transcript nor will they be sent from CHS.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

When you receive notification from this institution, please notify your guidance counselor regarding the status of your application (e.g. accepted, declined, or waitlisted, and if you plan to enroll in this institution).